

PURCHASE ORDER WEST VALLEY NUCLEAR SERVICES COMPANY LLC.(WVNSCO)  
FORM WV-19005, REV 10 (12/02)

10282 ROCK SPRINGS ROAD  
WEST VALLEY, N Y. 14171-9799

TELEPHONE 716/942-4358 FAX 716/942-4110 OR 716/942-2031

PAGE 1  
WVNS ESTIMATE  
1,101,640

DATE ENTERED DELIVERY/COMPLETION DATE ADDRESS CORRESPONDENCE TO P O NO. RELEASE NO. SUPPL N  
12/31/03 L K HOLLFELDER 19-101950-C-LH  
F.O.B./TRANSPORTATION CASH TERMS SHIP VIA CARRIER

NET 30 DAYS

ORDER PLACED WITH  
0010636  
PINKERTON GOVERNMENT SERVICES, INC  
ENERGY SERVICES DIVISION  
24 SALEM MARKETPLACE  
SALEM CT 06420

SEE THE REVERSE SIDE OF THIS FORM FOR STANDARD SUPPLIER INSTRUCTION

PROCUREMENT DEPARTMENT AUTHORIZATION AND DATE  
THE EFFECTIVE DATE OF THIS PURCHASE ORDER IS WHICHEVER IS EARLIER  
"PROCUREMENT DEPARTMENT AUTHORIZATION" OR THE "CONFIRMED WITH" DATE

CONFIRMED WITH: DATE PURCHASE ORDER CODE REQUISITIONER REQUISITION NO PROJECT  
DO NOT DUPLICATE WV-AA2  
WALT 12/23/02 6FCAZ333NOL LOVE R D SEC

PLEASE SUPPLY THE FOLLOWING IN ACCORDANCE WITH TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE

ITEM	MATERIAL	ID/DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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1			0		\$0.0000	375,000.00
PROM12/31/03		PROVIDE SECURITY SERVICES TO WEST VALLEY NUCLEAR SERVICES COMPANY (WVNSCO) IN ACCORDANCE WITH THE ATTACHED PAGES 2-13.				

OF THE TOTAL PRICE OF \$1,112,386 TO BE PAID UNDER THIS SUBCONTRACT, \$375,000 IS PRESENTLY AVAILABLE AND HEREBY ALLOTTED FOR PAYMENT. WVNSCO'S OBLIGATION FOR PERFORMANCE OF THE SUBCONTRACT BEYOND THAT AMOUNT IS CONTINGENT UPON THE AVAILABILITY OF APPROPRIATED FUNDS FROM WHICH PAYMENT FOR SUBCONTRACT PURPOSES CAN BE MADE. NO LEGAL LIABILITY ON THE PART OF WVNSCO FOR ANY PAYMENT MAY ARISE FOR PERFORMANCE UNDER THIS SUBCONTRACT BEYOND THIS AMOUNT UNTIL FUNDS ARE MADE AVAILABLE TO WVNSCO FOR PERFORMANCE AND UNTIL THE SELLER RECEIVES NOTICE OF AVAILABILITY, TO BE CONFIRMED IN WRITING BY WVNSCO. IT IS ANTICIPATED THAT THE REMAINING FUNDS IN THE AMOUNT OF \$737,386 WILL BE MADE AVAILABLE AT A LATER DATE TO COMPLETE THE REQUIREMENTS OF THE SUBCONTRACT.

PURCHASE ORDER TOTAL \$375,000.00

WVNSCO IS AN EQUAL OPPORTUNITY EMPLOYER

☐ COPY DISTRIBUTED TO SELLER

BUYER COPY

**West Valley Nuclear Services Co. LLC**

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**Security Services**

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**1 SCOPE OF WORK**

**A Technical Requirements**

Reference Attachment A, "Scope of Work," pages 1-20

**B Applicable Technical Documents**

- 1 DOE Order - DOE 473 2, "Protective Force Program"
- 2 DOE Order - DOE Manual 473 2-2, "Protective Force Program Manual"
- 3 Code of Federal Regulations, 10 CFR 1046 1, "Physical Protection of Security Interests"
- 4 Code of Federal Regulations, 10 CFR 1047 1, "Limited Arrest Authority and Use of Force by Protective Force Officers"

**C Government Furnished Material (GFM)**

Subcontractor employees shall maintain and return all Government Furnished Equipment to WVNSCO in the same condition as provided to Subcontractor during duty use

It is noted that WVNSCO will provide all weapons and ammunition which will be required to perform the scope of work

**D Approval Requests**

Seller shall submit technical data/procedures/drawings via WVNSCO Form WV-19010, "Approval Request "

Seller is required to submit 2 copies of all Approval Requests (with attachments), unless otherwise specified in the technical documents

**E Holidays, Vacations, or Absences**

Compensation for any holidays, vacations, or absences for any cause whatsoever shall not be paid by WVNSCO Reference Attachment C, for WVNSCO Holiday Schedule

**F Working Space and Supplies**

WVNSCO will supply adequate working space, including necessary equipment, vehicles and other standard WVNSCO supplies

**G Compensation for Actual Hours Worked**

WVNSCO will pay only for actual hours of work performed, as supported by time sheets WVNSCO will not be held responsible for any differences between estimated and actual hours

**H Background Check Certification**

By accepting this Order, the seller acknowledges that a background check shall be performed on any individual

# West Valley Nuclear Services Co. LLC

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#### I U.S. Citizenship Requirement

All personnel assigned to perform work for WVNSCO must be citizens of the United States of America or be an approved Foreign National assignee

Sellers proposing to assign Foreign Nationals must obtain specific approval from WVNSCO prior to assignment of any personnel to a specific job function. WVNSCO will not authorize the assignment until the appropriate approval has been received from the U S Department of Energy Ohio Field Office

#### 2 APPLICABLE ADMINISTRATIVE DOCUMENTS

- A Form WV-0157, Rev 0, "General Provisions for Commercial Items and Addenda 1, 2, 3, 4, and 5 thereto
- B Form WV-0175, Rev 0, "Integrated Safety Management Requirements for Subcontractors "
- C Form WV-19010, Rev 4, "Approval Request "
- D Form WV-19012(a), Rev 21, "General Safety, Health and Security Rules for On-Site Services "
- E Form WV-19012(b), Rev 21, "Special Safety, Health and Security Rules for On-Site Services "
- F Form WV-19027 Rev 3, "Certificate of Insurance "
- G Form WV-19060, Rev 1, "Small Business Subcontracting Plan "
- H Standard Form 294, Rev 09-01 "Subcontracting Report for Individual Contracts "
- I Form WV-19061, Rev 15, "Radiological Work Requirements "
- J Attachment B "Pricing Schedule for Security Services "
- K Attachment C "WVNSCO Holiday Schedule-2003 "
- L Additional Applicable Administrative Documents

U S Department of Labor Employment Standards Administration, Wage Determination No. 99-0297 dated 12/10/2002 including the Collective Bargaining Agreement between Burns International Security and International Union, United Plant Guard Workers of America Local 529 effective April 1, 2002 through March 31 2005

#### 3 GENERAL PURCHASE ORDER REQUIREMENTS

##### A Service Contract Act

The Service Contract Act of 1965, as amended, shall apply (refer to the General Provisions) This Act established the minimum hourly wages and fringe benefits (Wage Determination) that must be paid for work performed on a purchase order funded under the United States Government prime contract (DE-AC24-81NE44139) As of this date, the following Wage Determination(s) have been received from the United States Department of Labor and shall apply to this procurement action

Wage Determination No 1999-0297, Rev 2 dated 12/10/2002

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B. Subcontracting Plan

A "Small Business Subcontracting Plan," will be required from all sellers that are large businesses and the order price exceeds \$500,000, or \$1,000,000 for construction (See FAR 19.7)

Prior to purchase order award, an acceptable Subcontracting Plan shall be submitted to WVNSCO via Form WV-19060. "Small Business Subcontracting Plan" (or equivalent) The accepted plan will be incorporated into any resulting order

SMALL BUSINESS SUBCONTRACTING PLAN (JAN 2002) (FAR 52.219-9)

(Applicable to subcontracts over \$500,000)

1 This clause does not apply to small business concerns

2 Definitions As used in this clause—

"Commercial item" means a product or service that satisfies the definition of commercial item in section 2.101 of the Federal Acquisition Regulation

"Commercial plan" means a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g. division, plant, or product line)

"Individual contract plan" means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract

"Master plan" means a subcontracting plan that contains all the required elements of an individual contract plan except goals, and may be incorporated into individual contract plans, provided the master plan has been approved

"Subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract

3 The offeror, upon request by the Buyer, shall submit and negotiate a subcontracting plan, where applicable, that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Buyer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract

4 The offeror's subcontracting plan shall include the following:

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- a Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. The offeror shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs
- b A statement of—
  - (1) Total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan;
  - (2) Total dollars planned to be subcontracted to small business concerns;
  - (3) Total dollars planned to be subcontracted to veteran-owned small business concerns;
  - (4) Total dollars planned to be subcontracted to service-disabled veteran-owned small business;
  - (5) Total dollars planned to be subcontracted to HUBZone small business concerns;
  - (6) Total dollars planned to be subcontracted to small disadvantaged business concerns; and
  - (7) Total dollars planned to be subcontracted to women-owned small business concerns
- c A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to—
  - (1) Small business concerns;
  - (2) Veteran-owned small business concerns;
  - (3) Service-disabled veteran-owned small business concerns;
  - (4) HUBZone small business concerns;
  - (5) Small disadvantaged business concerns; and
  - (6) Women-owned small business concerns.
- d A description of the method used to develop the subcontracting goals in paragraph 4 a of this clause
- e A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations. A firm may rely on the information contained in PRO-Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small disadvantaged, and women-owned small business source list. Use of PRO-

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Net as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause

- f A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with--
  - (1) Small business concerns;
  - (2) Veteran-owned small business concerns;
  - (3) Service-disabled veteran-owned small business concerns;
  - (4) HUBZone small business concerns;
  - (5) Small disadvantaged business concerns; and
  - (6) Women-owned small business concerns
- g The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.
- h A description of the efforts the offeror will make to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business and women-owned small business concerns have an equitable opportunity to compete for subcontracts
- i Assurances that the offeror will include the clause of this contract entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this clause
- j Assurances that the offeror will--
  - (1) Cooperate in any studies or surveys as may be required;
  - (2) Submit periodic reports so that WVNSCO can determine the extent of compliance by the offeror with the subcontracting plan;
  - (3) Submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with paragraph 10 of this clause. The reports shall provide information on subcontract awards to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with the instructions on the forms or as provided in agency regulations
  - (4) Ensure that its subcontractors agree to submit SF 294 and SF 295
- k A description of the types of records that will be maintained concerning procedures that have been

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adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

- (1) Source lists (e.g., PRO-Net), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- (2) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.
- (3) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating--
  - (a) Whether small business concerns were solicited and, if not, why not;
  - (b) Whether veteran-owned small business concerns were solicited and, if not, why not;
  - (c) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why;
    - (i) Whether HUBZone small business concerns were solicited and, if not, why not;
    - (ii) Whether small disadvantaged business concerns were solicited and, if not, why not;
    - (iii) Whether women-owned small business concerns were solicited and, if not, why not; and
    - (iv) If applicable, the reason award was not made to a small business concern.
  - (d) Records of any outreach efforts to contact--
    - (i) Trade associations;
    - (ii) Business development organizations; and
    - (iii) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources.
    - (iv) Veterans service organizations.
  - (e) Records of internal guidance and encouragement provided to buyers through--
    - (i) Workshops, seminars, training, etc.; and
    - (ii) Monitoring performance to evaluate compliance with the program's requirements.
  - (f) On a contract-by-contract basis, records to support award data submitted by the offeror to WVNSCO, including the name, address, and business size of each subcontractor.

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Contractors having commercial plans need not comply with this requirement

5. In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:
  - a. Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time
  - b. Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all "make-or-buy" decisions
  - c. Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms
  - d. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan
6. A master plan on a plant or division-wide basis that contains all the elements required by paragraph 4 of this clause, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided—
  - a. The master plan has been approved;
  - b. The offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Buyer; and
  - c. Goals and any deviations from the master plan deemed necessary by the Buyer to satisfy the requirements of this contract are set forth in the individual subcontracting plan
7. A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. The commercial plan shall relate to the offeror's planned subcontracting generally, for both commercial and Government business, rather than solely to the WVNSCO contract. Commercial plans are also preferred for subcontractors that provide commercial items under a prime contract, whether or not the prime contractor is supplying a commercial item
8. Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Buyer in determining the responsibility of the offeror for award of the contract
9. The failure of the Contractor or subcontractor to comply in good faith with—
  - a. The clause of this contract entitled "Utilization Of Small Business Concerns;" or



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- b An approved plan required by this clause, shall be a material breach of the contract
- 10 The Contractor shall submit the following reports:
  - a *Standard Form 294, Subcontracting Report for Individual Contracts* This report shall be submitted to the Buyer semiannually and at contract completion. The report covers subcontract award data related to this contract. This report is not required for commercial plans.
  - b *Standard Form 295, Summary Subcontract Report* This report encompasses all the contracts with WVNSCO. It must be submitted annually. If the reporting activity is covered by a commercial plan, the reporting activity must report annually all subcontract awards under that plan. All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, in the Contractor's format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. For a commercial plan, the Contractor may obtain from each of its subcontractor's a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

**C Collective Bargaining Agreements Management and Operating Contracts - DEAR 970.5222-1**

If applicable, when negotiating collective bargaining agreements applicable to the work force under this subcontract, the subcontractor shall use its best efforts to ensure such agreement contain provisions designed to assure continuity of services. All such agreements entered into during the subcontract period of performance should provide that grievances and disputes involving the interpretation or application of the agreement will be settled without resorting to strike, lockout, or other interruption of normal operations. For this purpose, each collective bargaining agreement should provide an effective grievance procedure with arbitration as its final step, unless the parties mutually agree upon some other method of assuring continuity of operations. As part of such agreements, management and labor should agree to cooperate fully with the Federal Mediation and Conciliation Service.

**4 ON-SITE WORK REQUIREMENTS**

**A Insurance Coverage Requirements**

The seller shall, at its own expense, provide and maintain during the entire performance period of the purchase order, at least the kinds and minimum amounts of insurance coverage per Form WV-19027, "Certificate of Insurance." Properly completed "Certificates of Insurance" must be submitted to the Buyer prior to the start of any work on WVNSCO or Government premises. A separate certification is required for each insurance carrier involved. The policies evidencing the required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting WVNSCO's interest shall not be effective (1) for such period as the laws of the State in which any resulting purchase order is to be performed prescribe or (2) until 30 days after the insurer or the seller gives written notice to WVNSCO, whichever period is longer.

The seller shall insert the substance of this clause, including this paragraph, in subcontracts which may result from this purchase order that require work on WVNSCO property and shall require sellers to provide and maintain the insurance required per Form WV-19027. The seller shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to WVNSCO upon request.

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**B On-Site Work/Picture Badging**

Seller shall comply with the requirements set forth in WVNSCO Form WV-19012 (a), "General Safety, Health, and Security Rules for On-Site Services" and WV-19012(b), "Special Safety, Health, and Security Rules for On-Site Services."

As a working visitor, seller's personnel must be picture-badged by the WVNSCO Security Department. To obtain a picture-badge, personnel must attend "General Employee Training" and successfully complete a short examination. This course takes approximately two (2) hours and is offered as needed through prior arrangement with the WVNSCO Training Department. Prior to or upon arriving at WVNSCO, seller's personnel must submit completed Form WV-2112 (latest revision), "Request for WVNSCO Security Badge." Study material is available for those who wish to study in advance.

**C Radiological Work, Dosimetry, Respirator, Hazardous Waste, and Other Training Requirements**

Seller shall comply with the requirements set forth in WVNSCO Forms WV-19012 (a), "General Safety, Health and Security Rules for On-Site Services"; and/or WV-19012 (b) "Special Safety, Health and Security Rules for On-Site Services," if applicable; Form WV-19061, "Radiological Work Requirements;" and the Statement of Work. All training must be coordinated with the WVNSCO Training Department through the Cognizant Engineer.

Sellers who plan to use, at the WVDP, equipment, protective clothing, and/or miscellaneous tools or items, that have been previously utilized at another nuclear facility, shall notify the WVNSCO Radiation Protection Department prior to its arrival at the WVDP. Such items must be surveyed by WVNSCO for radiological contamination. WVNSCO will determine if the surveyed items may be brought onto the WVDP site for use.

In addition, individuals who have previously worked at another nuclear facility must notify the WVNSCO Radiation Protection Department prior to their arrival at the WVDP. These individuals must be surveyed for radiological contamination prior to entering the WVDP.

**D Safety Management Program**

Seller shall submit for WVNSCO approval a safety program which is consistent with the provisions of the attached General Provisions, DEAR 970 5223-1, and WVNSCO Forms WV-19012(a) and WV-19012(b).

**5 PERIOD OF PERFORMANCE**

**A Performance Location**

Services shall be performed at:

WEST VALLEY NUCLEAR SERVICES CO. LLC  
10282 ROCK SPRINGS ROAD  
WEST VALLEY, NY 14171-9799

**B Period of Performance**

The period of performance for this purchase order is January 1, 2003 through December 31, 2003.

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**C Option to Extend the Term of the Subcontract**

WVNSCO has included an option to extend the term of this order. The seller will be given thirty (30) days notice before the current order end date of WVNSCO's intention to extend the order. When deciding whether to exercise the option, the Buyer will consider the quality of the seller's performance under this order.

- 1 WVNSCO reserves the right to extend the order for 2 additional separate twelve-month periods from conclusion of the original period of performance.
- 2 If WVNSCO exercises this option, the extended order shall include this option provision.

**6 PRICING**

**A Pricing Schedule**

Attachment B "Pricing Schedule for Security Services," pages 1-22 applies to this subcontract.

**B Sales Tax Invoicing Requirement**

- 1 When submitting proposals or quotations, identify any applicable sales tax as a separate line item. The applicable sales tax will not be included in the total awarded price, but it will be remitted to you at time of invoice submitted in accordance with item 2 below.
- 2 All future invoices that are submitted to WVNSCO for payment shall:
  - a Include any applicable state sales tax as a separate line item on the invoice.
  - b Clearly separate material items from services/labor related items, as applicable (i.e., in general, this would apply to construction related subcontracts).
- 3 If you receive payment via the WVNSCO Fast Pay Program, WVNSCO will accrue and remit the tax due directly to New York State. Upon request, a copy of our Direct Pay Permit can be obtained by contacting the Accounting Department at (716) 942-4233.

**C Availability of Funds for the Next Fiscal Year**

Funds are not presently available for performance under this contract beyond September 30, 2003. WVNSCO's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of WVNSCO for any payment may arise for performance under this contract beyond September 30, 2003, until funds are made available to the Contracting Officer for performance and until the seller receives notice of availability, to be confirmed in writing by WVNSCO.

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**7 CONTRACTUAL AUTHORITY**

The representatives of WVNSCO procurement designated below are the only persons authorized to bind WVNSCO contractually in connection with this purchase order

L K Hollfelder, Sr Subcontract Administrator , Procurement and Contracts  
C Avery, Team Lead, Procurement and Contracts  
M P Denzel, Team Lead, Procurement and Contracts  
P C Weddle, Manager, Procurement and Contracts

**NOTE: If the seller proceeds with any work not authorized by one of the above individuals, it will be at the sole risk and expense of the seller.**

**8 ORDER OF PRECEDENCE**

In the event of any inconsistencies within this purchase order, the following order of precedence shall govern:

- 1 Changes (if any) to the purchase order
- 2 Information contained in the purchase order document
- 3 Form WV-0157, "General Provisions for Commercial Items and Addenda 1, 2, 3, 4, and 5 thereto "
- 4 Technical Requirements.
- 5 Quality Control Requirements, if applicable
- 6 Drawings, if applicable.

Any inconsistencies which require application of the order of precedence specified above shall be promptly brought to the attention of the Buyer prior to any action related thereto

**9 CORRESPONDENCE**

All correspondence pertaining to this purchase order shall be directed to the attention of the Buyer as follows:

WEST VALLEY NUCLEAR SERVICES CO LLC  
L K HOLLFELDER, SR SUBCONTRACT ADMINISTRATOR, AOC-25  
10282 ROCK SPRINGS ROAD  
WEST VALLEY, NY 14171-9799

All telephone communications shall be directed to the attention of the Buyer by telephoning (716) 942-4789 If the Buyer is not available contact C Avery, Team Lead, Procurement and Contracts at (716) 942-4587

## ATTACHMENT A

## SCOPE OF WORK

## A. TECHNICAL REQUIREMENTS

The subcontractor will provide security services twenty-four (24) hours a day, seven (7) days a week, at the West Valley Demonstration Project (WVDP) site located at West Valley, New York, for the West Valley Nuclear Services Company (WVNSCO). The on-site subcontract security force shall consist of:

- Security Police Officer (SPO) II - Trainer/Site Supervisor - armed position
- Security Police Officer (SPO) II - Sergeant - armed position
- Security Officers (SO) - unarmed position

The following Security Officer posts are required 24/7:

- Alarm Monitoring Station
- Main Gate Desk
- Patrol

In addition to the 24/7 posts, the following Security Officer posts are required 6:00 am - 5:00 pm Monday thru Friday (except holidays):

- Vehicle Search
- Annex Lobby Desk

A Security Police Officer II - Sergeant is required 24/7

WVNSCO reserves the right to increase or decrease the number and mix of security force personnel as circumstances dictate. WVNSCO also reserves the right to assign the number and type of personnel to each shift and approve shift schedules.

The subcontractor will meet the requirements of DEAR 970 5223-4, "Workplace Substance Abuse Programs at DOE Sites", and implement a substance abuse policy.

The subcontractor will implement, maintain, and review on an annual basis a departmental safety program compliant with the WVDP Integrated Safety Management System (ISMS) and WVNSCO General Safety, Health and Security Rules for On-Site Services, sections 19012 (a) & (b). This program will be designed to prevent accidents, communicate a safety culture, and work with on-site safety committees.

The subcontractor will submit performance objectives on an annual basis to WVNSCO to be used to measure performance. The performance of the objectives will be rated annually and used as a tool to determine contract continuance.

**Knowledge, Skills, Abilities and Hazards:** A site specific Job Analysis (JA) and a Hazard Analysis for SO and SPO duty assignments must be completed and approved to determine the specific knowledge, skills, abilities, and hazards required to perform the duties of each SO and SPO job assignment. The JA must be reviewed annually to ensure all knowledge, skills, and abilities are current and applicable for each specific SO and SPO job assignment. SO's and SPO's must demonstrate familiarity with and knowledge of the responsibilities identified in the job analysis and proficiency in the skills and abilities necessary to perform

required job tasks. A new Hazard Analysis is required when there is a significant change in the SO and SPO duty assignments.

### **Training**

The SO training program must include, but not limited to, the following types of instruction:

- orientation and standards of conduct
- security education and operation, information protection requirements, response to and reporting incidents of security concern, and protection of government property.
- safety training
- legal requirements and responsibilities
- weaponless self defense
- communications, including methods and procedures.
- vehicle operations, including safety and routine and emergency operation.
- post and patrol operations, including subcontractor site-specific plans, Orders, policies, and procedures

### **Refresher Training**

**Formal Program** - Except as stated in Training Exemption, each SO must successfully complete formal annual refresher training to maintain the minimum level of competency required for the successful performance of tasks associated with SO job responsibilities. The type and intensity of training must be based on a site-specific JA.

**Remedial Training** - Failure to achieve a minimum level of competency must result in the SO's placement in a formal remedial training program. The remedial training program must be tailored to provide the SO with the necessary training to afford a reasonable opportunity to meet the level of competency as determined by the JA. Failure to demonstrate competency at the completion of the remedial program must result in loss of SO status.

**Training Exemption** - Formal annual refresher training may be exempted when an SO satisfactorily demonstrates a knowledge, skill, or ability. Such exemption(s) must be documented.

### **Instructors**

All personnel assigned instructor duties must be currently certified to the level of training delivered.

**Certification Requirements** - At a minimum, the following instructor certification requirements must be met:

- each instructor assigned to deliver training must successfully complete the DOE Basic Instructor Training Course
- to maintain certification, instructors must instruct in at least two classes or two course iterations, or a

combination of both, per calendar year. Documentation of these yearly instructional activities must be maintained.

**Re-certification** - The following minimum instructor re-certification requirements must be met:

- WVNSCO must evaluate each instructor for competency at least once every 3 years
- The instructor evaluation must consist of verification of:  
  
Instructor knowledge of: approved teaching methods and instructional techniques, applicable assigned subject/topical areas for the level of instruction delivered, and requirements for developing course objectives, lesson plans, training aids, and student evaluations.
- Skill in presenting a complete instructional lesson/course
- Verification of instructor attendance in at least one professional development course, approved by the WVNSCO Security Manager in the instructor's respective subject matter area during the 3-year period. Subcontractor or WVNSCO professional training courses are acceptable.

#### **Equipment**

The Security Force must be equipped to effectively, efficiently, and safely perform both routine and emergency duties.

#### **Uniforms**

Subcontractor personnel are required to be distinctly uniformed while on duty and to be identified with their function by appropriate emblems or badges. The uniform must enhance efficient performance of both routine and emergency duties and must promote a professional image.

- SO's must wear uniforms that conform to assigned duties and posts. WVNSCO reserves the right to approve all articles of Security Officer uniform gear prior to issue. WVNSCO may also alter Security Officer uniform gear at any time. Uniforms shall be worn and maintained in accordance with subcontractor uniform procedures.

The Subcontractor shall provide the following personal equipment:

- Baseball caps
- Uniform shirts
- Trousers
- Black belt
- Key ring holder
- Black shoes/boots
- Eisenhower jacket
- Winter jacket
- Cap
- Name tags
- Gloves
- Blazer

### Duty Equipment

At a minimum, the following duty equipment must be provided:

- Each SO must be assigned and required to carry while on duty a portable radio with carrier and a flashlight with carrier. The issuance of additional equipment must be approved by the WVNSCO Security Manager via WV-19010, "Approval Request."
- Nonlethal Area Weapons - Nonlethal area weapons such as chemical agents must be of the type commensurate with the intended use and must not pose danger to personnel or facilities beyond that required for the success of the security mission. Chemical agents must not be kept in active inventory past their expiration dates.

## B PROFESSIONAL CONDUCT

Seller's employees and/or any lower tier subcontractor's employees shall conduct themselves in a professional manner at all times while performing work under this Order. Professional conduct includes complying with all applicable federal, state and local laws, rules and regulations. In addition to the general requirement stated above, the following list provides examples of the types of activities which are deemed unprofessional conduct and may result in removal and/or denial of access to the WVDP site:

- a) carrying a concealed weapon, explosives, or cameras;
- b) any violation of any criminal law;
- c) possessing intoxicants or narcotics or performing work under the influence of intoxicants or narcotics;
- d) any form of harassment, immoral conduct or indecency;
- e) willful hampering of production;
- f) falsification of records or reports;
- g) stealing;
- h) sleeping on the job;
- i) abusive or threatening language or fighting;
- j) violation of established safety rules

This list is not a complete list of the types of activities considered unprofessional. It is intended to provide an illustration of some specific types of conduct that are considered unprofessional. WVNSCO reserves the right, in its sole discretion, to remove any individual from the WVDP site and/or deny any individual access to the WVDP site for any conduct WVNSCO determines to be unprofessional conduct.

The Seller shall be responsible for all costs associated with the removal of any of its employees or lower tier subcontractor's employees from the WVNSCO site. In addition, this provision entitled, "Professional Conduct," shall be incorporated into all lower-tier subcontracts for work on WVNSCO, Government or other premises.



**C. SECURITY OFFICER (SO) REQUIREMENTS**

**Note: This labor category is part of the current Collective Bargaining Unit**

Qualifications

- All personnel must be at least 18 years of age
- Must be a citizen of the United States
- Prior to initial assignment to SO duty, each person must successfully complete the SO basic training program and any additional site-specific training requirements
- All personnel must possess, as a minimum, a diploma from a secondary school or equivalent. They must be capable of reading post orders and comprehending orders written or spoken in English. The Subcontractor shall, as much as practical, utilize personnel with police/military/security experience.
- All personnel shall meet the training, qualification, and medical standards of 10 CFR Part 1046, Physical Protection of Security Interests. The subcontractor will use a DOE Designated Physician, to be determined by the subcontractor, to conduct all SO medical examinations to ensure qualification standards are met prior to commencing work and provide certification thereof. The Subcontractor is responsible for re-qualification of its employees. Copies of medical records will be made available to WVNSCO medical personnel upon request.
- Meet qualifications set forth in DOE Order 473 2, Protective Force Program.
- All personnel must possess a valid New York State driver's license prior to commencing work at WVNSCO.
- All personnel must submit to a background investigation to determine if any criminal history exists

Duties

Duties shall be performed in accordance with DOE Order 473 2, Protective Force Program, the WVNS Site Security Plan (WVDP-006), Subcontractor Post and General Orders, and the Subcontractor Safety Plan

Security Officers must demonstrate familiarity with and knowledge of the responsibilities identified in the Job Analysis and proficiency in the skills and abilities necessary to perform required job tasks, including but not limited to the following:

Knowledge of the WVDP Site and routine patrol duty requirements, and ability to perform assigned duties (checking buildings, rooms, fence lines, and roadways)

Operation of assigned individual and post equipment and vehicles, as required by duty assignment

Operation of communication equipment reasonably expected to be employed within the duty assignment, including the use of accepted communication terminology, acronyms, and phonics, and the methods for verifying operator identity of incoming signals and signaling protection

Knowledge of post or patrol operations, including as appropriate:

Access control systems, procedures, and operation including visitor and employee identification, badging, and passes, visitor logging procedures, and property identification

Prohibited article detection and handling requirements

Inspection techniques for persons, packages, and vehicles

Implementation of procedures for personnel and vehicle escorts.

Ability to implement plans, orders, and procedures to protect the site during disruptive events(e.g fire, disorders, and civil disturbances).

Knowledge and recognition of various types of security interests being protected

Response to alarm annunciations and reporting of observations and assessments.

Incident reporting

Methods of weaponless self defense

Use, maintenance and storage of equipment shall be performed in accordance with DOE Manual 473 2-2, Protective Force Program Manual, Chapter VI Equipment and Facilities, Conduct of Security Manual and the WVNS Site Security Plan (WVDP-006)

**D. SECURITY POLICE OFFICER II - SERGEANT**

**Note: This labor category is not part of the current Collective Bargaining Unit.**

**1. Qualifications**

Supervisor must meet SPO II qualifications.

Each Supervisor must possess the skills necessary to effectively direct the actions of assigned personnel to protect security interests

Each supervisor must demonstrate familiarity with and knowledge of the responsibilities identified in the JA and proficiency in the skills and abilities necessary to perform those jobs.

Attend training at the DOE National Non-Proliferation and Security Institute in Supervisor Development and Basic Instructor Training This training will be provided by WVNSCO

Attend training at the WVDP in site specific training for Classroom Instructor and On-the-Job Training instructor This training will be provided by WVNSCO

Supervisor will conduct training, they must possess the skills necessary to effectively instruct personnel in the requirements for protecting security interests Demonstrate knowledge of the responsibilities identified in the JA, and proficiency in the skills and abilities necessary to perform those jobs As applicable, these include, but are not limited to the following:

- knowledge of teaching methods and instructional techniques
- knowledge of applicable assigned subject/topical areas for the level of instruction delivered
- ability to develop course objectives, lesson plans, training aids, and student evaluations and
- skill in presenting and complete instructional lesson plan/course

1. Duties

The Supervisor performs similar duties as a Security Officer but has SPO II status. In addition, the Supervisor must be capable of performing supervisory duties and the following:

- familiarity with the basic operating functions of the facilities and the nature and location of security interests for which the supervisor has protection responsibilities
- ability to ensure that subordinates and their equipment are physically capable and ready for duty and to conduct post inspection to ensure post operations are being conducted in accordance with DOE directives and site requirements and procedures
- knowledge of the duty logs and reports that must be completed, distributed, and acted upon
- write policies and procedures for the subcontract security force.
- serve as point of contact with the Incident Commander during on site emergencies
- conduct performance testing of Security Officers and security systems
- train the Security Force, prepare lesson plans, and On-the-Job Training guides
- conduct preliminary inquiries of security incidents
- conduct self assessments of security programs
- perform additional duties as requested by WVNSCO management
- provide Safety guidance to the Security Officers and
- interface with WVNSCO Security Manager
- maintain SPO II qualification requirements
- response and assessment in support of facility protection strategies

**E. SECURITY POLICE OFFICER II - TRAINER/SITE SUPERVISOR**

**Note: This labor category is not part of the current Collective Bargaining Unit.**

**1. Qualifications**

Must meet Security Police Officer and Supervisor qualifications

Each Supervisor must possess the skills necessary to effectively direct the actions of assigned personnel to protect security interests.

Each supervisor must demonstrate familiarity with and knowledge of the responsibilities identified in the JA and proficiency in the skills and abilities necessary to perform those jobs

Attend training at the earliest possible date at the DOE National Non-Proliferation and Security Institute in Curriculum Development, Job Task Analysis, and Managing a Training Program. This training will be provided by WVNSCO

Attend training at the WVDP in site specific training for Classroom Instructor and On-the-Job Training instructor. This training will be provided by WVNSCO

Possess the skills necessary to effectively instruct personnel in the requirements for protecting security interests. Demonstrate knowledge of the responsibilities identified in the JA, and proficiency in the skills and abilities necessary to perform those jobs. As applicable, these include, but are not limited to the following:

- knowledge of teaching methods and instructional techniques
- knowledge of applicable assigned subject/topical areas for the level of instruction delivered
- ability to develop course objectives, lesson plans, training aids, and student evaluations and
- skill in presenting and complete instructional lesson plan/course

**2. Duties**

The Trainer and Supervisor Lt must be capable of performing supervisory duties and the following:

- Write policies and procedures for training the subcontract Security Force
- Conduct performance testing of Security Officers
- Train the Security Force, prepare lesson plans, and On-the-Job Training guides
- Ensure Security Force payroll is accurate and timely and all discrepancies are corrected
- Conduct interview and hire process for new Security Officers

- Assure that rules of conduct are followed by the Security Force
- Write policies and procedures for the subcontract Security Force
- Maintain the subcontractor Safety Committee Program
- Maintain Security Self Assessment and Procedure Program
- Act as employee assistance officer, administer all personnel issues and coordinate these activities with the subcontract corporate office
- Maintain liaison with WVNSCO Security Manager
- Perform additional duties as requested by WVNSCO management
- Maintain membership on the WVNSCO Performance Based Training Council
- Maintain membership in the subcontractor Safety Committee
- Response and assessment in support of facility protection strategies

#### **F. CHAIN OF COMMAND**

1. WVNSCO manages the overall conduct of the security program. Supervision of the subcontractor security force shall be provided in accordance with DOE Order 473.2 Protective Force Program, WVNS Site Security Plan (WVDP-006), subcontractor Post and General Orders, and this purchase order.
2. WVNSCO Security Management is responsible for oversight of programs relating to access control, procedural compliance and changes, emergency management, fire control systems, DOE Order compliance, vehicle citation administration, lock smithing, CCTV systems and maintenance programs for equipment not provided by the contractor. WVNSCO does not directly supervise Security Officers. The Trainer/Supervisor Lt and Supervisors administer controls, and records all Security Officer's work hours, day to day activities, and shall exercise all the authority and responsibility associated with supervision, as per DOE Order 473.2 Protective Force Program, WVNS Site Security Plan (WVDP-006), 10 CFR 1046 Medical and Physical Fitness Standards, and 10 CFR 1047 Use of Deadly Force and Limited Arrest Authority, the subcontractor Post and General Orders, and subcontractor policies and procedures.
3. The subcontractor shall keep the WVNSCO Security Manager or his designated representative informed of daily security operations, issues, and incidents. The WVNSCO Security Manager or his designated representative shall inform the Subcontractor Training/Supervisor Lt and Supervisors of specific requirements.
4. Subcontract Post and General Orders and special orders shall be issued in writing covering each patrol, post or other assignment. Orders shall conform to DOE Order 473.2 Protective Force Program, and WVNS Site Security Plan (WVDP-006).
5. The subcontractor will be responsible for coordinating SO and SPO training in accordance with DOE Order 473.2 Protective Force Program, WVNS Site Security Plan (WVDP-006), WVDP Security

Training Plan, and the WVDP Performance Based Training Manual (WVDP-126)

G APPLICABLE TECHNICAL DOCUMENTS

- A Order 473 2, "Protective Force Program"
- B 10 CFR 1046, "Medical and Physical Fitness Qualification Standards"
- C 10 CFR 1047, "Use of Deadly Force and Limited Arrest Authority"
- D WVDP-126, "WVDP Performance Based Training Manual"
- E WVNS "General Safety, Health and Security Rules for On-Site Services"
- F WVDP-006, "Security Training Plan"

ATTACHMENTS

- A Job Analysis (example)
- B Hazard Analysis (example)
- C Limited Scope Performance Test (example)
- D Training Plan (example)
- E WVNS General Safety, Health and Security Rules for On-Site Services

Attachment A

DUTY ASSIGNMENT DESCRIPTION

Security Police Officer II

Supervisor & Sgt: An armed member of the security force who has authority to direct the security activities of all members of the security force. The Supervisor shall keep WVNSCO Security Management and Main Plant Operation Shift Supervisor informed of security status. Meets SPO II qualifications and has arrest authority. SPO II's will meet the physical fitness standard of a one-half (½) mile run in four (4) minutes and 40 seconds and a 40 yard prone-to-running dash in 8.5 seconds.

Security Officer:

An unarmed uniformed security member with no arrest authority whose responsibilities include but are not limited to emergency response, patrol duties, access control, property control, vehicle inspection, and escorts, alarm response, prohibited article control, random searches, monitoring of security cameras, monitoring of site radios and Sheriff radio.

## Attachment B

**WEST VALLEY DEMONSTRATION PROJECT  
SECURITY FORCE LIMITED SCOPE PERFORMANCE TEST**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL TESTS ARE PASS/FAIL**

REFERENCES: Security Task Book    LESSON PLAN    SE-146B    SE-147C

TASK: 10 (DUTY C)    CONDUCT AREA CHECKS

CONDITIONS: Given a possible unauthorized person in a controlled area

**Test Objective:** The objective of this performance test is to evaluate a test subject on their ability to conduct a proper and accurate Area Audit of a specified controlled area, in accordance to Conduct of Security Procedures. The test will simulate a possible unauthorized entry of an individual.

The intent of this test is to record the test subjects knowledge of the Security Task Book, Controlled Area Audits and their ability to properly correct a violation of unauthorized entries into a controlled area. Any weaknesses noted during this LSPT will be documented so that corrective actions can be taken in the training of this subject matter.

**SCENARIO:** This performance test will simulate that a test subject is on respond and has been called by the Security Shift Supervisor to conduct an area audit of the Utility Room. The Test Instructor will act as the Security Shift Supervisor, inform the test subject that this is an exercise, and tell them that they just received a call from the UR operator, stating that they believe there are some individuals in the area that should not be there. The Test Instructor will observe the test subjects response and actions (listed below) and grade them with a pass or fail as indicated. Any questions listed on the LSPT must be correctly answered. At the conclusion of this LSPT, the test subject will be informed that the exercise is terminated. Any corrective actions taken will be listed in the comments section provided.

**Performance Objective**

The Student will:	P/F	Remedial	P/F
Respond to the Utility Room and inform the AMS of your location			
Request the AMS to do a printout of the area after entering			
Proceed into the area and begin taking accountability of all personnel found			
Contact the AMS prior to leaving the area, to compare the printout to the list you generated			
Request a second printout from the AMS operator			
Request the AMS to check the status levels of those who did not show up on either printout			
Escort all personnel that do not have access, out of the area			
Explain to the individual(s) the procedure for gaining access to a controlled area			
Report to the main gate and notify the Security Supervisor of your findings			
Complete a Area Audit sheet and attach the sheet to the printout provided by the AMS operator			
Document the activity on Daily Officer's Report			



Questions:

- 1 Why do you have the AMS operator do a printout of the area once you've entered?
- 2 Why should you call the AMS and compare lists prior to exiting and request a second printout?
- 3 Explain why you would have the AMS check the status levels of those individuals that did not show up on the printout but were in the area?
- 4 Where do you find the Area Audit forms and what information does it require?
- 5 Why do you attach the AMS printout to the Area Audit sheet

COMMENTS:

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Student Signature		Instructor Signature		P/F	
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**ANSWER SHEET TO LSPT 10**

- 1 It is a form of verification that you were actually in the area when you conducted the audit. It also documents who was in the area at that time so that if someone were to leave or enter while you conducted your personnel accountability list you had some means of checking
- 2 If someone was found in the area and did not show up on the first printout, a second printout may show they entered the area after you
- 3 This should be done to save from embarrassment. The person may indeed have access but forgot to card in and merely followed someone else in. This poses a different response than if it were an individual who did not have access. It is a way to guard our actions.
- 4 Gray file cabinet in the gate house. It requires us to put the time the audit was started and completed as well as the Officer conducting the audit, the on duty Security Supervisor and the name(s) of personnel in the area and if they had access or not
- 5 It provides a hard copy for verification and comparison for the Security Supervisor to review

## **1.0 PURPOSE**

The purpose of this Training Plan is to document the Security Training Program for the calendar year 2002. The training program is designed to qualify security personnel to perform in a professional and responsible manner. The program consists of Initial Training and Refresher Training.

## **2.0 SCOPE**

The scope of the Security Training Program encompasses Security Officer and Security Supervisor tasks described in the WVDP Job Analysis.

## **3.0 OBJECTIVES**

The primary objective of the CY 2002 Training Plan is to enhance all levels of proficiency, effectively and efficiently on a continuous basis to include the following:

- 1 Provide an opportunity for all Security Force personnel to acquire and maintain the knowledge, skills and abilities needed to effectively perform their responsibilities.
- 2 Provide recommended training as identified in the Needs Analysis.
- 3 Use Performance-Based Training methods implemented in the Training Program Manual (WVDP-126).
- 4 Provide adequate Remedial Training programs.
- 5 Maintain Security Supervisor and Security Officer Qualification Standards.

## **4.0 APPROACH**

Training will be conducted based on the results from the Needs Analysis and a graded approach to the Training Approval Program (DOE 470.1, "Safeguards and Security Program"). Lesson plans, on-the-job training guides, exercises, and briefings are used to provide training for the Security Force. Evaluation methods are Limited Scope Performance Tests (LSPT), and written tests. Course critiques are used for student feedback to improve courses. Documentation of training is forwarded to the Training Records Management System for a permanent file record.

It is our intent to maintain a cost-effective, compliant and realistic training program; training will be conducted on-shift by Qualified Instructors. This concept decreases the amount of overtime training hours and allows personnel to train in their environment (day/night).

## **5.0 JOB ANALYSIS/TRAINING NEEDS ANALYSIS/EVALUATION**

5.1 The Job Analysis describes tasks conducted by Security Supervisors and Security Officers. The Job Analysis is validated by Security Management and members of the Security Force.

**5.2 Training Needs Analysis** is the methodology used to identify and document training requirements that are based on specific tasks for positions and job classification. Review of training activities will assist in determining the training problems, management problems, and supervisory problems. This information will assist in determining changes to the training program.

**5.3 Training Evaluation** is conducted as appropriate to the training being used. Training content is evaluated for the adequacy of the training conducted from a performance perspective and how training is administered, available training resources, and instructor effectiveness.

80 COURSES

<u>Basic Security Officer Training Programs</u>	<u>Hours</u>
General Employee Training	2
Security Orientation	8
Introduction to Protective Forces	1
Legal	1
Crime Scene Prevention	1
Bomb Threat Management	2
Vehicle Operations	2
Access Control	1.5
Prohibited Articles	1
Keltron Alarm System	5
CCTV Operations	1
Vehicle Search	1
AMS Operations	1
Alarm Monitoring Station Operations	40
Alarm Monitoring Station (OJT), SIMPLEX system Keltron Fire System CCTV Operations	
Introduction to Security	1
Civil Disturbance	1
Use Of Force	1
Human Relations	1
Self Defense PPCI	8
Main Gate	8
On Line (OJT), Lobby, Main Gate Vehicle Search Post Mail inspection	8
Simplex 3400 Security system	4
Patrol OJT	4
O/C Pepper/Spray	4
Area/Site Evacuation	1
Accounting for Missing Persons	1
Medical Emergency	1
Response to Fires	1
Plant Closing	1
Package Search	1
Simplex 3400 OJT	2
Computer Protection Program OJT	5
Falcon Hand Held Traffic Radar OJT	5
Intellex Camera System OJT	5
Conducting Mail Inspection OJT	5
Operation of Metal Detector OJT	5
Total	<u>113 50</u>

**Security Officer Refresher Training Program**

	<b><u>Hours</u></b>
Legal	1
Weaponless Self-Defense/Pepper Spray	4
Use of Force	1
Civil Disturbance/Workplace & Domestic Violence	1
CPR/First Aid	4
Blood Borne Pathogen	1
Bomb Threat Response and Search	2
Human Relations	1
SIMPLEX System	1
Criticality Safety Training	1
Emergency Response Organization (for Supervisors)	1
CCIV System	1
General Employee Training	1
Rad-Worker I	1
Drill Scenarios, Transportation Emergencies, Mobile Patrol, Detox round, Explosive device, Prohibited article found	1
<b>Total</b>	<b>22</b>

9.0

2002  
SECURITY TRAINING CALENDAR  
WVDP TRAINING

COURSE: Rad-Worker Level I  
INSTRUCTOR:  
TIME: Initial, 9 hours  
Refresher 1 hour  
LOCATION: Training Room, Z-25  
TYPE OF INSTRUCTION: Initial, Lecture Practical  
Refresher, CBI  
TARGET GROUP: Security

COURSE: General Employee Training  
INSTRUCTOR:  
TIME: 2 hours  
LOCATION: Training Room Z-25  
TYPE OF INSTRUCTION: Initial, CBI  
Refresher, CBI  
TARGET GROUP: All New Employees

COURSE: CPR/First Aid  
INSTRUCTOR:  
TIME: Initial, 8 hours  
Refresher, 4 hours  
LOCATION: Site Conference Room  
TYPE OF INSTRUCTION: Lecture/Practical  
TARGET GROUP: Security

COURSE: Haz-Mat Defensive Response  
INSTRUCTOR:  
TIME: Initial, 8 hours  
LOCATION: Training Room, Z-25  
TYPE OF INSTRUCTION: Lecture  
TARGET GROUP: Security

COURSE: Criticality Safety Training  
INSTRUCTOR:  
TIME: Initial, 3.5 hours  
Refresher, 1 hour  
LOCATION: Training Room, Z-25  
TYPE OF INSTRUCTION: Initial, Lecture  
Refresher, CBI  
TARGET GROUP: Security

COURSE: Blood Borne Pathogen  
INSTRUCTOR:  
TIME: 1 hour  
LOCATION: Training Room, Z-25  
TYPE OF INSTRUCTION: CBI

TARGET GROUP:	Security
COURSE:	Emergency Response Organization
INSTRUCTOR:	
TIME:	Initial, 1 hour
LOCATION:	Site Conf Room
TYPE OF INSTRUCTION:	Initial, Lecture Refresher, Briefing (Supervisors)
TARGET GROUP:	Security